



The Three Affiliated Tribes

Position: SPORTS COORDINATOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: MHA Nation's Fitness and Recreation Director

DEPARTMENT: Fitness and Recreation

SALARY: \$DOQ

CLASSIFICATION: Nonexempt

FLSA STATUS: FT Regular

LOCATION: New Town, ND

OPENING DATE: 03/08/2021

CLOSING DATE: 03/22/2021

POSITION SUMMARY: Position includes but is not limited to the following.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Plans -**
Plans and coordinates a comprehensive recreation system with the current MHA Nation's entities which support the entire Mandan, Hidatsa, and Arikara Nation in promoting healthy lifestyles. Develops and implements the recreations activities for the MHA Nation's reservation boundaries population.
- **Organizes –**
Designs and structures program's system for provision of services; defines coaches, groups an assigns job duties and projects; accomplishes the activities assigned.
- **Directs –**
Supervises, issues instructions to coaches; communicates assignments and expectations in a clear, concise manner; and motivates subordinates so that the program's objectives are accomplished and so that there is efficient effective response to all employment situations.
- **Controls –**
Monitors day-to-day activities of current programs in progress and determines whether plans are established objectives; subsequently acts to correct deviations and shortcomings; works directly with the Fitness and Recreation's administrative assistant program purchases and submits all required program reports in a timely and efficient manner to the program Director and utilizes the Fitness and Recreation's program webpage as assigned.
- **Coordinates –**
Some phases of training for program employees required, especially the program coaches and seasonal community recreation specialists. Provides record keeping meets, represents and speaks (in behalf of the program) with all intra-extra Tribal organizations, agencies, and institutions with regard to the tribe's recreation system.



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- Prepares and processes reports.
- Effectively plans, directs, and promotes activities for the recreation program.
- Ensures program meets all requirements as stated in the Receptions' program's goals and objectives.
- Establishes and maintains effectively working relationships with fellow programs' employees, supervisors and the public, regarding problems with conditions of the recreation program.

And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE

Knowledge of organizational principals associated with coordination, consultant and operational relationships particularly management, education, administrative, purchasing, inventory/property, and control relationships.

Knowledge of office management.

Skills

Skill in operating calculator, typewriter, computer, photocopier, general office equipment as well as various indoor/outdoor recreational equipment and tools.

Skill with the concepts and practices of the Tribal Health system.

Abilities

Ability to obtain knowledge of the Three Affiliated Tribes Policies and Procedures handbook.

Ability to work independently without constant supervision.

Ability to communicate clearly, both orally and in writing.

Ability to work effectively as a member of a team.

Ability to meet and deal effectively with officials of other organizations and the general public.

Ability to work independently without constant supervision.



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MINIMUM REQUIREMENTS

QUALIFICATIONS AND EDUCATION:

- Associate of Arts degree with (3) years of on the job experience in working with youth and adults in a recreational setting with (3) years general work experience in the Recreation planning and/or organizational field.
- Valid North Dakota Driver's License.
- Certification in first aid and CPR.

Special Requirements:

- Must be in excellent health and pass an annual physical examination.
- May be subject to random drug/alcohol testing.

WORKING CONDITIONS:

- Work is sometimes performed in an office setting which is adequately lighted, heated and ventilated but will be outdoors as required.
- Work requires attendance at required meetings, conferences and events which may be held away from the work site.
- Strictly adheres to the MHA Nation's drug and alcohol-free policy as stated in the Tribal policies and procedures manual.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED. PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL